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ROUTING AND RECORD SHEET				
SUBJECT: (Optional)				
OL Presentation to the DDA on 1st-Qtr FY-86 Activities				
FROM:		EXTENSION		NO
				DATE
				17 Jan 86
TO: (Officer designation, room number, and building)		DATE		OFFICER'S INITIALS
		RECEIVED	FORWARDED	
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The attached formally alerts the affected chiefs (plus those not earmarked for presentations) of the dates of the DDA Quarterly and Dry Run and forwards a copy of the agenda. It also reiterates the importance of the Quarterlies and suggests that the chiefs be involved at least to the extent of knowing what their briefers plan to present. Recommend approval and signature.

Edie and I are holding a planning session with the presenters at 3 p.m. today.

Tony

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17 January 1986

MEMORANDUM FOR: Chief, New Building Project Office
Chief, Headquarters Operations, Maintenance &
Engineering Division
Chief, Printing & Photography Division
Chief, Supply Division

FROM: Henry P. Mahoney
Director of Logistics

SUBJECT: OL Presentation to the DDA on 1st-Qtr FY 86
Activities

1. The Office of Logistics (OL) presentation to the DDA on 1st-Qtr FY 86 activities is scheduled for 0930 hours, Wednesday, 12 February, in the Printing & Photography Building. The Dry Run will be held at 1400 hours, Monday, 3 February, also in P&P Building. A copy of the agenda is attached.

2. I can't emphasize too strongly that these meetings are one of our most effective means of communicating OL activities to the DDA and that each individual presentation plays a vital part. So you can be on top of the presentations in your functional areas, you might want to consider holding your own preliminary dry runs with the briefers from your office before the formal Dry Run.

3. IMSS has already alerted most of you and your speakers. If you have additional questions, please call [redacted] on ext. [redacted]

Henry P. Mahoney

Attachment
Agenda

cc: AEO/OL
C/PMS
C/P&TS
C/PD
C/RECD

OL 4010 86

WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS

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A G E N D A

OFFICE OF LOGISTICS PRESENTATION
TO THE DEPUTY DIRECTOR FOR ADMINISTRATION
ON 1st-QUARTER FY 86 ACTIVITIES

Room 154, P&P Building
Wednesday, 12 February 1986
0930 hours

Presentation of "Employee of the
Quarter" Awards

Richard Kerr
Deputy Director for Administration

25X1 Overview of OL activities/accomplish-
ments for 1st Qtr

[REDACTED]
Chief, Information & Management
Support Staff

25X1 "Tiger Team" field-support team: his-
torical background & lessons learned

[REDACTED]
HQ Operations, Maintenance &
Engineering Division

25X1 HQ-compound traffic management/
parking plan, FY 87

[REDACTED] New Bldg Project Office
HQ Operations,
Maintenance, & Engineering Division

25X1 Ribbon-cutting/operation of six-color press

[REDACTED]
Chief, Printing & Photography Division

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